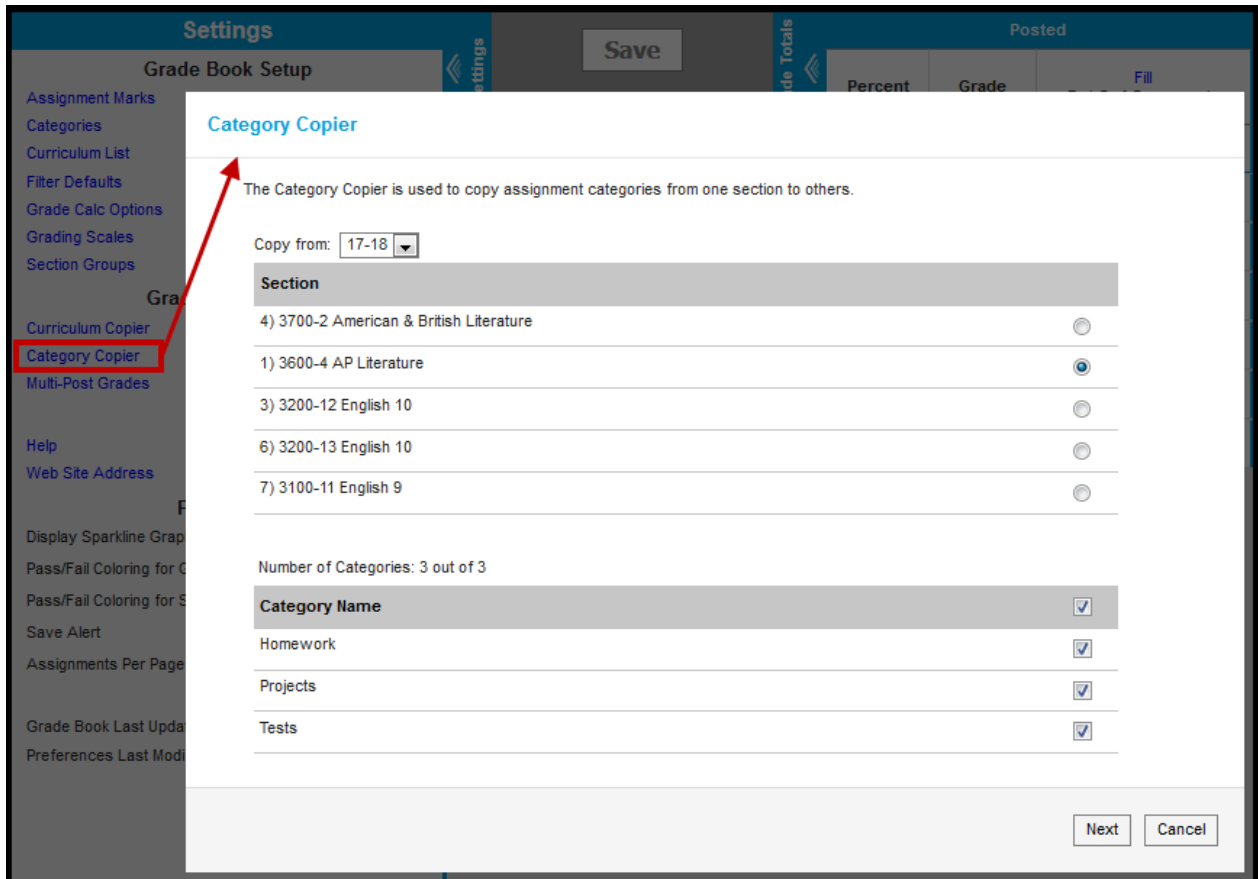


# Category Copier (Instruction)

Last Modified on 10/21/2024 8:19 am CDT

Location: [Grade Book](#) > [expand Settings menu](#) > [Category Copier](#)

Use the Category Copier to copy your existing categories to other sections. Categories can be copied from any section you teach, including past and future sections.



## Copying categories between sections

Category Copier tool rights grant full access to this tool.

## Copy Categories

1. From the Grade Book Settings menu, click the **Category Copier**.
2. Select the source **Section** from which you'd like to copy categories.
3. Select the **Categories** you'd like to copy.
4. Click **Next** to continue.

5. In the next screen, select the destination **Section(s)** that will receive the categories.
6. Click **Copy** to complete.

When you perform these actions, categories are copied but assignments are not.

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